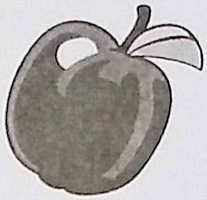
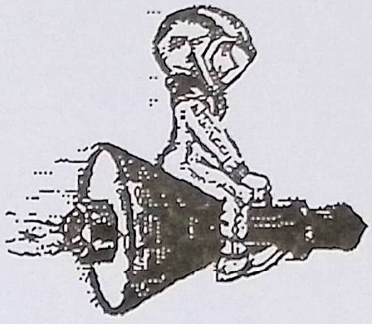
ALAN SHEPARD SCHOOL

STAFF HANDBOOK

2002-2003





Home of the Shepard Stars

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A.	Schedules	

ALAN SHEPARD TEACHER HANDBOOK
Policies, Procedures, and Practices

Communications with the Public

1. Bulletins, newsletters, and messages sent home to groups of parents of one or more classes or homerooms shall be approved by the building principal.

2. All news releases should be cleared with the building principal.

3. Teachers should read pertinent Newsletter articles to students.

4. Meetings with parents are held on the initiative of the staff and are expected.

Field Trips/Students out of the Building

1. When a staff member leaves the building with students, a roster of the students must be available in the office.

2. A Field trip form must be completed by the teacher conducting the trip.

3. The building secretary will notify the nurse of the students or group of students to be taking a trip and of the time and duration of the trip.

4. The nurse will notify the adult supervising the field trip of any medical considerations necessary.

Files/Student folders

1. Cumulative folders shall be kept during the school year in the office files of the building the children attend. Teachers may check out cumulative folders for professional use at any time; however, they are to be returned to the office at the close of the day. Care shall be exercised to insure that the confidentiality of the files is maintained. All information in the cumulative folder shall be regarded as confidential. Let the secretary know when you take a file from the office.

2. The principal, secretary, office aide, and teachers of special education are "custodians" of special education files. If a person with a legitimate reason to view the file requests to do so, they may check out the file from a file custodian. The file custodian will remove the "access log" from the file. The custodian will enter the name(s) of persons reviewing the file on the access log. The access log will be returned to the file only after the reviewer has completed the review.

3. A permanent record is maintained separate from the cumulative folder by the office staff.

4. Official employee files are maintained at the District Central Office.

Fire regulations

1. Keep all exists clear and unobstructed at all times. This includes all exists in the school including doors between classrooms and windows used as second exists. Nothing is to be stored in the corridor.

2. The smoke doors located by the north gym entrance shall remain closed at all times.

3. Keep doors to all storage rooms shut at all times. This includes both doors across from the boiler room.

4. Avoid hanging displays from the light fixtures.

5. Space heaters are not allowed.

6. Students can only use portions of the building that have two exit routes (i.e., they may not use storerooms).

Leave/Absence procedures:

1. Staff will notify the building principal and the central office of planned absences as soon as is feasible. If notice has not been given before the day of the absence, the employee will call the central office (285-4894) and the principal (285-3114) as soon as possible. If an employee is absent under unusual circumstances and making two calls is impractical, the employee should ask someone to take care of the notifications. Employees are to contact the school during the afternoon of the absence if it is known that the absence will continue to the next day.

2. "Sick self" and "sick family" leaves do not require a form to be filled out. All other leaves, even for partial days, require a form. The forms require an indication as to whether a substitute is needed. The principal and the person who is going to be absent often need to make a decision about whether to hire a substitute. If a substitute is hired the employee will often need to discuss with the principal which fund is to be used (curriculum, at risk, TAG, general fund, etc.)

3. Central Office personnel keeps track of all employee leaves (i.e. sick, personal, dock, etc.) taken during the year. The reason for the leave (i.e. headache, broken toe, ill child, marriage counseling session, personal, or whatever) need not be reported to anyone but the principal (and in rare cases to the superintendent).

4. The building secretary is to keep track of absences as a check against central office records. When the principal is notified of an absence, it is recorded in the desk calendar on the secretaries desk. The notation takes the form of the employee's name and the initials indicating the type of leave.

5. In the case of classified employees, time clocks will be used. The principal will audit the employees time recorded.

Lunch Routines

1. A lunch count will be turned into the office by 8:40 a.m. Any homeroom student arriving at school after the lunch count has been turned in, is to be checked by the homeroom teacher to be sure his/her lunch is ordered should he/she be expecting to get a hot lunch.

2. Students pay for lunches in the office between 8:00-8:15 a.m. There is no price break for a 10-day ticket. Lunch/milk prices are:

Milk	$ .30
Breakfast	$ .95
Elementary lunch	$1.55
Adult Lunch	$2.45

3. Homeroom teachers will accompany their class to the gym for lunch. First - fourth grade students enter the gym from the north door. Fifth - sixth grade students enter the gym from the south door. Students having hot lunch or milk form a line. Students not having hot lunch or milk, go immediately to their seats.

4. Lunch room duty implies that the supervisor moves about the room with the intent of maintaining a pleasant atmosphere in which to eat. Individuals that demonstrate an inability to display appropriate table manners may be segregated. Students will be encouraged to sample all portions of their lunches but will not be required to eat any of it. Students are dismissed only after they have cleaned up any debris which may have been spilled or dropped.

5. Staff may order a hot lunch, salad, Sloppy Joe, etc., on the same form used for students. The lunch will be marked as an adult meal.

6. Staff and students must have money in their individual accounts to order a meal. The office will not order on credit or a promise to pay.

7. Teachers are encouraged to eat with students on an occasional basis.

Nurse

1. The school nurse will plan with staff for classroom activities. The nurse's position is not a certified teaching position. The nurse, therefor, can be used only in a supportive role in the classroom.

2. Injuries to students shall be reported to the school nurse, who in turn shall inform the office of potential insurance claims. The school nurse and/or building secretary shall maintain a log of all exclusions from school for illness and injuries. Any accident which causes a student to miss school or require medical attention must be reported to the building principal. Accident reports are completed by the nurse and maintained in a file in the nurse's office.

Parties

1. Classroom parties are held on Halloween, Christmas, and Valentine Day.
2. Classroom decorations may not block room exits or interrupt regular class functions.
3. Parties may be planned by classrooms or school groups with the approval of the principal.
4. Party activities may include dancing if more than one type of dancing is included and if other activities are also planned.
5. "Dances" as a social gathering as planned by Jr. and Sr. High groups will not be held.

Recess

1. It is the responsibility of the person assigned to recess duty to insure that students follow the "Rules for Students." Recess duty implies that the supervisor moves about the playground with the intent of maintaining a safe (physically and emotionally) place to play.
2. To play in the snow, students must wear waterproof boots that are replaced by shoes when re-entering the building. Students without boots are to spend their recess on the blacktop if, in the teacher's judgment, they would get their feet wet off of the blacktop.
3. Student rules refer to situations when it is muddy. Boots need not be a consideration. The person assigned to duty decides if it is too muddy to leave the blacktop.

Safety Issues

1. More specific information on each of the following safety issues are contained in the building "Safety Manual."
2. Continuous intermittent ringing of the regular bell is a tornado warning. Stay in the building when you hear the regular bell.
3. The fire warning is a different sound than all other bells. The fire buzzer is a constant uninterrupted sound. Leave the building when you hear the unusual buzzer.
4. Emergencies which require the normal schedule to be superseded will be announced on the intercom as an "e" schedule.
5. The building principal from any one of the other four North Scott Elementary Schools is to be contacted in emergency situations when the Alan Shepard building principal is not available.

ALAN SHEPARD TEACHER HANDBOOK
Policies, Procedures, and Practices

Student Behavior

1. Only in extreme instances, if ever, should an entire class be disciplined (such as staying in from recess or sitting with heads down). Teachers need to use their professional judgment when tempted to discipline an entire class and excuse those not responsible for the problem. It is not the good students' job to control the behavior of other students. Good students (well behaved) cannot be disciplined for the failure of the teacher to maintain group control.

2. The use of physical force as a means of maintaining discipline is not appropriate. When a teacher touches a student it must always and only be the "good touch" learned in our safety instruction

3. The principal is generally available to see discipline problems. An advance warning that one might be forthcoming is preferred.

4. A desk is available in the store room to isolate students from their peers as needed. It should be used judiciously. It is the responsibility of the person assigning the student to the isolation to notify office personnel that the desk is in use, provide work for the student as appropriate, and to provide for lunch and rest room opportunities.

Substitutes

1. Lesson Plans must be available to a substitute at 7:45 A.M. It is the responsibility of the teacher to either leave them easily accessible or have them delivered to the room should the teacher be absent. Substitute teachers' folders shall be placed on top of the teacher's desk with all the required material in it for easy access to substitutes.

Telephone Use

1. Personal long distance calls without the use of a credit card are discouraged. If a personal long distance call must be made without a card, log the call in the green folder in the office. The caller will be charged when the bill is received.

2. Students may make one telephone call per quarter.

3. Telephone calls during the time when staff members are assigned to students are strongly discouraged. It is the responsibility of the staff member to limit those calls. **A class should be unattended only when the supervisor has notified another adult and only under extreme circumstances.**

Time/Bell Schedule

1. The teachers work day is from 7:45 A.M. to 3:45 P.M.

2. Homeroom teachers will supervise their rooms from 8:00-8:15 A.M.

3. Homeroom teachers will be in or near their rooms when the children come in from recess.

4. Opening routines and attendance will be taken at 8:10 A.M. Classes start at 8:15.

5. Homeroom teachers will take attendance daily. If a student arrives at school between 8:15 - 10:10 they will be counted tardy. Students arriving after 10:10 a.m. or leaving prior to 1:00 p.m. will be counted as a half day absence.

6. Dismissal time for students riding busses is 3:05. One homeroom teacher from each grade or a Safety Patrol member will accompany the students to the front door. Children who walk may leave the building only by the front door at 3:10.

7. When leaving the building (except Friday after 3:15) between 7:45 A.M. and 3:45 P.M., certified personnel will enter their name, departure time, destination, and the time they expect to return in the check-out book in the office.

8. Assemblies start at the time announced. It is expected that students be in the gym ready for the program at the time announced.

9. One bell rung at an unscheduled time means that the principal is needed in the office. Two bells rung at an unscheduled time is a call for the custodian. The signal for a building meeting is three bells.

Office Supplies and Use

1. The storeroom is open to the staff to get what is needed. If something appears to be getting low, please tell the building secretary.

2. Materials that need duplicated are turned into the office. If the request is for more than l0 copies, fill out a print shop work order. Copy-written material must have the building principal's signature on the work order. If the material does not have a copyright, the teacher signs the order.

3. Administrative approval is required prior to the collection of money. All money collected must be turned in to the office by 11:00. It is accounted for by the building secretary and banked daily.

ALAN SHEPARD TEACHER HANDBOOK
Policies, Procedures, and Practices

Referrals

1. The Reading Improvement Teacher (Remedial Reading) works half-time with students who have reading problems. Contact either the principal or the teacher regarding the placement of a student.

2. Our Educational Psychologist is Marian Johnson. Sue Woltz is our special education consultant. David Krupke is our speech clinician. Christina Sodawasser is our social worker.

3. The Speech Clinician will contact homeroom teachers regarding any students who need speech/language work and when the student can be seen for therapy.

4. Student referrals for AEA personnel consideration must go through the T.A.T. (Teacher Assistance Team) before being referred to the AEA personnel for consideration. The T.A.T. forms are available from the counselor.

Harassment

1. Harassment of employees and students will not be tolerated. Code No. 403.6 of the District Policy manual defines and gives examples of harassment.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or

STUDENT-TO-STUDENT HARASSMENT

- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy.

Legal Reference: 20 U.S.C. §§ 1221-1234i (1994).
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 20OOd-20OOd-7 (1994).
42 U.S.C. §§ 12001 et. seq. (Supp. 1994).
Iowa Code §216.9; 280.3 (1999).
281 I.A.C. 12.3(6).

Cross Reference: 403.6 Harassment
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Approved May 8, 1995 Reviewed January 11, 1999 Revised March 13, 2000

RECESS DUTY TEACHERS - RESPONSIBILITIES AND AUTHORITIES

1. Duty teacher will:

   a. Make the determination if the weather is too inclement to go outdoors for recess.

   b. Once outdoors, make the determination if it is too cold or wet to stay out for the entire recess period.

   c. If recess is indoors, move from room to room insuring proper student conduct. If a teacher is not on duty when recess is indoors but stays in the room, the duty teacher does not have a responsibility for that room. (A non-duty homeroom teacher, by staying in the room during an indoor recess, assumes the responsibility for the control of the students.

   d. Make the determination that all students must remain on the blacktop if it is too muddy off of the blacktop.

   e. During snowy weather, permit students to play on the blacktop without boots if the surface is cleared sufficiently so that the student will not get his/her feet wet. If the surface is not cleared sufficiently, the student will be sent to his/her homeroom.

   f. Generally, enforce rules of proper student conduct.

2. When conditions are such that a responsible student can be permitted certain privileges (off the blacktop when it is mostly dry but there are some muddy spots for instance), all students will be initially given the privilege. However, those that abuse the privilege will be sent to their homeroom. This, again, is the responsibility of the duty teacher to determine what the majority of children can handle. Just because a few can't stay dry, don't force all students to a more strict rule interpretation.

3. It is the policy of the school that there will be at least one adult supervisor on duty for every 80 students playing outdoors at recess. The adult supervisor will carry with them a walkie talkie with the capability of communicating with the school office or a portable telephone.

STAFF CONDUCT RULES

We have high expectations for all students and must therefore set the example by modeling appropriate behaviors. This includes:

1. Showing respect for one another - students and adults.

2. Being "professional" in dress, conversation, confidentiality and conduct.

3. Maintaining a quiet atmosphere in the hallways.

4. Knowing all school-wide and district rules and expectations for students - and knowing the procedures/consequences for those not following them.

5. Being punctual - to your class, assigned responsibilities, meetings, and paperwork due. (just as you would expect your students to do!)

6. While on lunchroom, hallway or recess duty - take the responsibilities seriously - do not stand around and visit with one another.

And a few "classic gems" from Barry Lahann that I would like to add:

7. LAUGH - Preferably with the students, at least once a day. Can you imagine spending your whole day with someone who never laughs?

8. Beauty is only skin deep, but so is dirt. All staff must love the student with the runny nose, unkempt hair, and body odor as much as any other student.

9. Staff may not walk down the hallway with toilet paper stuck to their shoes.

10. Remember...and do something about the fact that there is nothing so unequal as the equal treatment of unequals. *Sometimes we have to go the extra mile for some students and have a little bit more compassion than for others.*

RULES FOR STUDENTS

1. Students may not play on the sidewalk out the east door of the building.

2. "Body contact" games and sports are not allowed.

3. To play in the snow, students must be wearing water-proof boots that will be replaced by a pair of shoes when re-entering the building. Students without boots must stay on the blacktop when there is snow on the ground.

4. Students who do not go out to recess with their class must remain in their seat in their room unless receiving permission from their homeroom teacher to do otherwise.

5. Knives or anything that is intended to be or to represent a weapon are not to be brought to school.

6. Gum is not to be chewed at any time, and candy is not to be eaten, except with lunch, while on school property. Pop is not allowed for student lunches.

7. No one is to return to the building after going outside unless first getting permission from the person on duty.

8. Permission must be obtained from the principal to leave the school property.

9. Students must walk in the hallways.

10. Students may not congregate or loiter in the restrooms.

11. Students are expected to be at each class on time.

12. Vulgar language or cursing is not allowed.

13. All students know proper table manners and are expected to use them.

14. Clothing which distracts from a good learning environment or which promotes/advertises the use of alcohol, drugs, violence or weapons is not appropriate to wear to school.

15. Students are expected to follow the directions given to them by any teacher in the school.

FIRE DRILL

NO TALKING INSTRUCTIONS TO ACCOMPANY THE ATTACHED MAP:

Grades 3 & 4 and IMD:	Line up well north of the building.
Grades 5 & 6:	Line up with homerooms on the blacktop east of the building.
Grade 2 and Room 11	Line up on the soccer field west of the school.
Kindergarten, Grade 1, Daycare Room 3	Line up with homeroom teacher well south of the building.
Special Subject Teachers:	Take students to their regularly assigned homeroom area after leaving the building.
Alternate Routes:	If an alternate escape route is used, the class first moves well away from the building and then walks to the assigned area of the playground.

RULES

1. Close doors and windows only if it does not slow down the evacuation.
2. The only exception to the **NO TALKING** rule is by staff members conducting the business of evacuation.
3. All students and staff must leave the building. Homeroom teachers report to the location assigned to your homeroom. All other staff help escort students that need to move from one location to another.
4. Students **ALWAYS** report to the same location on the playground to the teacher responsible for the reporting of attendance.
5. If outside for recess, classes report to same location where they normally would for a fire drill.

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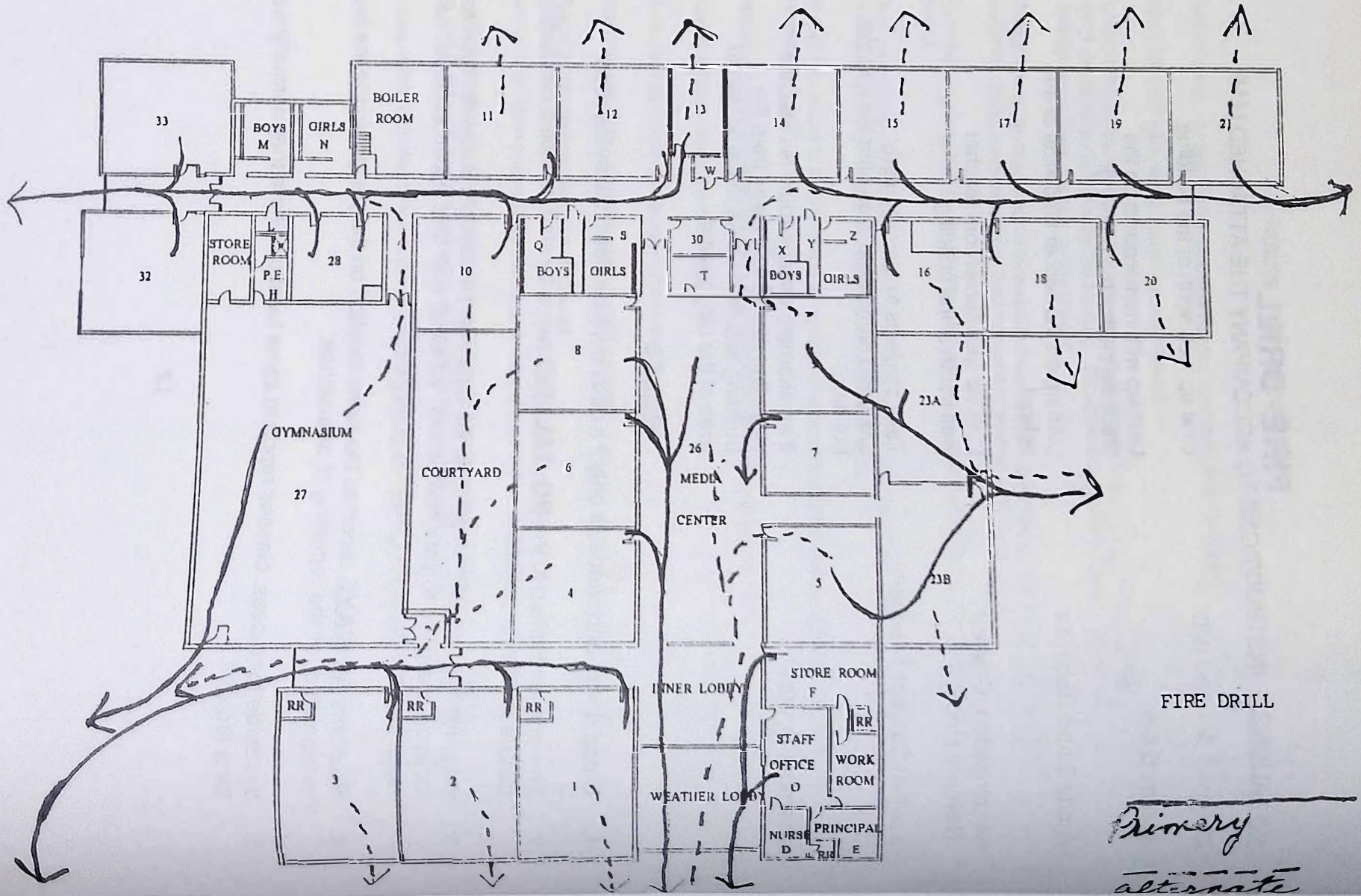

FIRE DRILL

Primary

alternate

TORNADO ASSIGNMENTS

NO TALKING

CONTINUOUS SHORT RINGS ON THE REGULAR BELL SYSTEM

1. The only exception to the NO TALKING rule is by staff members conducting the business of the drill.

2. Students do not return to their homerooms prior to assuming positions.

3. If a tornado watch for our area has been issued by the weather service, special area teachers will meet the classes assigned to them in the students' homeroom if it is available. If tornado positions must be taken without first having had a "watch" in effect, emergency routes for students in special areas are indicated on the map.

4. The safety position to assume is on the knees; lean forward to place the forehead on or near the floor; place hands clasped (or holding a book) behind the head.

5. Open hallway doors and classroom windows (only if time allows).

6. There will be an intercom announcement. Do not return to class until an "all clear" announcement is made.

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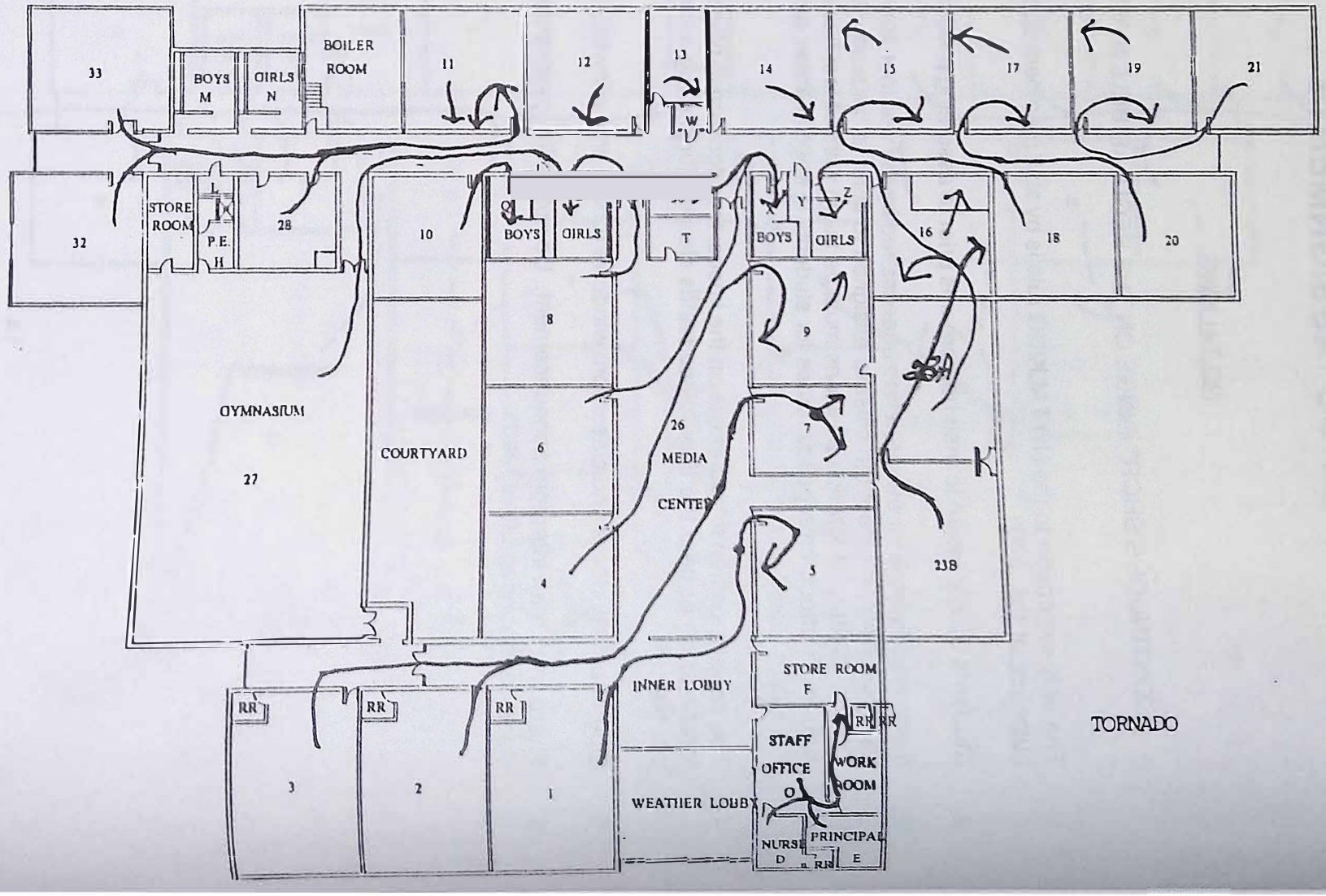
TORNADO



TORNADO

OPERATING PROCEDURES IN CASE OF BOMB THREATS

(See Safety Brochure for more information).

Representatives of the North Scott Community School District have met with the Eldridge Police Chief to determine policies and procedures to be followed in the event of bomb threats in school buildings.

General Policy: It is the policy of the North Scott Community School District that a building be evacuated in the event of a bomb threat. Local officials from the police and fire departments will be contacted to determine whether an explosive device is in the school building.

Procedures for Staff Receiving Bomb Threats:

1. The person receiving the call should obtain as much information as possible and record the information in writing. The person receiving the call should note the time the call was received, male/female voice, estimated age of caller, exact words used and background noises. (See bomb threat phone call information form). To activate a phone trap, follow these procedures:
    1. Hang-up phone
    2. Use same line
    3. Dial *57
    4. Hang-up phone
2. The staff member should immediately notify an office secretary or administrator.

Bomb Threat Evacuation Procedures:

1. After a bomb threat has been received or reported the principal or office secretary will call 911 to report the bomb threat. Office secretary/administrator should contact the superintendent's office (285-3100)
2. The building should be evacuated. Students will remain outside the building until given the all clear to return to the school.
3. In inclement weather, students should be told to get their outside apparel and then escorted to an alternate site. Notification for evacuation to an alternate site will be made through an intercom announcement.
4. Building personnel will be utilized in the search only on a voluntary basis.
5. The principal and/or designees will stay at the school for supervision and to prevent unauthorized persons from entering the building.
6. Students will remain out of the building or at the alternative site until officials determine it is appropriate to return to the school building.

Reentering The Building After A Bomb Threat:

1. Return to the building will be made when an all clear has been given by school officials.

Building Instructions For Evacuation Of Buildings In Inclement Weather:

Armstrong Once assembled on the black top, the principal will give instructions to use the parkway to Park View Lutheran Church. The media specialist will take the car directly to the church to make certain that it is ready. The media aide will take her car to the intersection of the parkway and Valley Drive and stay there to help people across Valley Drive and to keep an observation on the building. The building secretary will stay in her car in front of the building.

Glenn: If outside weather permits, the fire buzzer will sound to immediately vacate the building. Upon vacating the building, calls are made to the Donahue Pub, Donahue Co-op, and Tina's Dance Studio to open up for students. All staff splits up to escort students to those areas. Levels K, 1 and 2 to Tina's Dance Studio, 3 and 4 to Don's Reception Hall, and 5 and 6 to the Co-op.

Grissom: Students will exit the building by the nearest exit and report to the blacktop for attendance and further directions. Students are then directed to walk to the fire station under the supervision of staff. If we have students who are injured or sick, we will take them by car.

Shepard: Once out-of-doors, attendance will be taken and directions given to students. Depending on the weather and the duration of the evacuation, students either stay on the school property or walk to the Long Grove Civic building and/or the fire station. It is the responsibility of the media specialist to locate him/herself near enough to the front of the building to prevent unauthorized persons from entering the building (i.e. children arriving at school at an unscheduled time, delivery personnel, visitors, etc.)

White: In inclement weather, students should be moved to an alternate site such as another school building or the Faith Lutheran Church. Notification for evacuation to an alternate site will be made through the intercom announcement.

Junior High: If the weather is bad and we are the only school out, we will go to the gym at Ed White. If that is not available, we go to the PIT at the high school. If the weather is bad and other school gyms are not available, the 7th grade will go to the fire station and the 8th grade will go to the Methodist Church.

High School: Students and staff will evacuate the building to an alternate site--the junior high gym- in inclement weather. Alternate sites for use will be Del's Reception Hall, the district warehouse, bus garage, board room, or busses parked at central office. (Note: Del's will hold approximately half of our students).

ALAN SHEPARD BUILDING POLICY: GIFTS

The principal will appoint a representative who will spend $15 - $35 for an appropriate gift when:

1. A member of the faculty or a member of their immediate family dies.
2. A member of the faculty or their spouse is hospitalized, is ill for an extended period, or has a baby.
3. An Alan Shepard student or a parent of an Alan Shepard student dies.

A card and/or donation may be sent to other individuals. Any staff member may initiate this by providing the card and assuming the responsibility of collecting the donation and purchasing the gift, flowers, etc. Individuals may wish to contribute personally to any of the above persons. Often the faculty has responded with food or memorial contributions.

Multi-Cultural Non-Sexist Statement

It is the policy of the North Scott Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also a policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a multi-cultural, nonsexist society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Superintendent of the North Scott Community School District, 251 East Iowa Street, Eldridge, Iowa, 563-285-4819, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Faculty and Staff 2001-2002

Full Time

Dr. Sharon Schnoor, Principal
Barbara Willis - Secretary 7:30-4:00
Toni Lavender - Nurse 8:15 - 2:45
Julie Waters - Head Custodian 6:30-3:00
Jol;yn Lensch - Office Aide/PMD 8:00-3:30
Nancy Youngbauer - Librarian/TAG
Karen O'Flahrity - Library Aide 7:30-4:00
Carol Madsen - IMD Aide 8:00-3:30
Deb Frost - Aide - SpEd. 8:00 -3:30
Karen Hamann - Aide - SpEd. 8:00-3:30
Julie Waetke - Aide - SpEd. 8:00 -3:30
Catherine Schaub - Aide - 8:00-3:30
Dawnetta Van Ee - Interpreter - 8:00-3:30

Shirley Ewoldt - PMD
Jane Bergendahl - IMD
Carol Albrecht - Kindergarten
Lisa Huber - Kindergarten
Joy Nixon - First Grade
Marie McDonnell - First Grade
Bertie Lawler - Second Grade
Janice Hartwig - Second Grade
Cheryl Arp - Third Grade
Diana Wenndt - Third Grade
Mima Duda - Fourth Grade
Steve Arp - Fourth Grade
Gerri Dobbe - Fifth Grade
Katie Nyberg - Fifth Grade
Cindy Jansen - Sixth Grade
Aaron Schmidt - Sixth Grade
Betty Carlson - Chapter/Remedial Reading
Jeanne Lahann - Resource

Part Time

Tom Goodall - Art grades
Ann Mulvihill - Music
Linda Jorgensen - Music
Eugene Kreiter - P.E.
Kelly Mangels - Counselor
Kathy Henningsen - MD Specials
David Mess - custodian
Barb Hintze - Breakfast/Lunchroom

AEA

Dave Krupke - AEA Speech Clinician
Kris Yates - AEA Psychologist
Sue Woltz - AEA Special Ed Consultant

Day Care

Theresa Tobin
Donna Blanche

ALAN SHEPARD BUILDING POLICY: SAFETY

Locked Doors for Safety:

Effective January 3, 2000 all outside doors to the school, with the exception of the main entrance, will be locked during school hours. The outside doors will be unlocked from 6:00 a.m. to 8:30 a.m. When students go outdoors to recess, the first duty person to go out will unlock the east blacktop door. That door will remain unlocked until the last duty person returns to the building at the end of the recess. The last duty person to come back into the school will re-lock the door.

Persons entering school during school hours will be expected to check in at the office.

2002-2003- - - 6 Day Cycle Schedule
Alan Shepard Elementary

		Oct.	21-5	Jan	6-4	Mar.	10-5	May	12-6
			22-6		7-5		11-6		13-1
			23-1		8-6		12-1		14-2
Aug.	22-1		24-2		9-1		13-2		15-3
	23-2		25-3		10-2		14-3		16-4
Aug.	26-3	Oct.	28-Inservice	Jan.	13-3	Mar.	17-4	May	19-5
	27-4		29-4		14-4		18-5		20-6
	28-5		30-5		15-5		19-6		21-1
	29-6		31-6		16-6		20-1		22-2
	30-1	Nov.	1-1		17-1		21-2		23-3
Sept.	2- Labor Day	Nov.	4-2	Jan.	20-Inservice	Mar.	24 Spring Break	May	26-Holiday
	3-2		5-3		21-2		25-Spring Break		27-4
	4-3		6-4		22-3		26-Spring Break		28-5
	5-4		7-5		23-4		27-Spring Break		29-6
	6-5		8-No school Conf. comp day		24-5		28-Spring Break		30-1
Sept.	9-6	Nov.	11-6	Jan.	27-6	Mar.	31 Inservice	June	2-2
	10-1		12-1		28-1	Apr	1-3		3-3
	11-2		13-2		29-2		2-4		4-4
	12-3		14-3		30-3		3-5		5-Inservice
	13-4		15-4		31-4		4-6		June 5,6,9 Make-up Days
Sept.	16-5	Nov.	18-5	Feb	3-5	Apr.	7-1		
	17-6		19-6		4-6		8-2		
	18-1		20-1		5-1		9-3		
	19-2		21-2		6-2		10-4		June 16-27 Summer
	20-3		22-3		7-3		11-5		School
Sept.	23-4	Nov.	25-4	Feb.	10-4	Apr.	14-6		
	24-5		26-5		11-5		15-1		
	25-6		27-6		12-6		16-2		
	26-1		28-Thanksgiving		13-1		17-3		
	27-2		29-No School		14-2		18-Spring Vacation Day		
Sept.	30-Inservice	Dec.	2-1	Feb.	17-Winter Break	Apr.	21-No school Conf. Comp Day		
Oct.	1-3		3-2		18-3		22-4		
	2-4		4-3		19-4		23-5		
	3-5		5-4		20-5		24-6		
	4-6		6-5		21-6		25-1		
Oct.	7-1	Dec.	9-6	Feb.	24-1	Apr.	28-2		
	8-2		10-1		25-2		29-3		
	9-3		11-2		26-3		30-4		
	10-4		12-3		27-4	May	1-5		
	11-5		13-4		28-5		2-6		
Oct.	14-6	Dec.	16-5	Mar	3-6	May	5-1		
	15-1		17-6		4-1		6-2		
	16-2		18-1		5-2		7-3		
	17-3		19-2		6-3		8-4		
	18-4		20-3		7-4		9-5		

Dec. 23-Jan. 3 Winter Break